

**UNITED STATES DEPARTMENT OF AGRICULTURE**

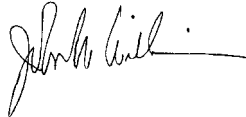
Farm Service Agency  
Washington DC 20250

**Notice AO-1285**

**For:** State and County Offices

**FY 2004 National Work Measurement and Workload Training**

**Approved by:** Deputy Administrator, Management



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**1 FY 2004 Training**

**A Background**

National work measurement and workload training has historically been scheduled soon after the selection of new work measurement County Offices. In FY 2003, FSA Intranet-based training modules were used for work measurement and workload because of competing Farm Bill priorities. BUD has received numerous inquiries about FY 2004 training.

**B Purpose**

This notice informs State and County Offices:

- of actions to take to prepare new work measurement counties before October 1, 2003
- that national work measurement and workload training is proposed for FY 2004 but will not be scheduled before January 2004.

**C Action**

State Offices should:

- instruct their new work measurement County Office employees to familiarize themselves with the information in the online training package located at:  
<http://dc.ffa.intranet.usda.gov/BD/Training%20Manual%20Work%20Measurement.pps>
- provide individual instruction to the newly selected counties as a follow up to the online training.

**D Contact**

If questions about this notice, State Offices shall contact Floyd Wagoner, BUD at 202-690-3566.

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**Disposal Date**

March 1, 2004

**Distribution**

State Offices; State Offices relay to County Offices